



Series 200 Operations	Effective Date	Review Date Annually	Directive Number 201.2
Chapter 201 - Patrol Operations			
Reviewing Office Patrol Operations Bureau			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised
References CALEA 53.1.1; 82.2.2			

PATROL RELATED REPORTS

201.2 - 1 PURPOSE

The purpose of this directive is to establish **Detroit Police Department (DPD)** guidelines, policies, and procedures for the preparation of **CRISNET reports** and Activity Logs (DPD 250).

201.2 - 2 PROCEDURES

A police report is a written record of the facts found during the course of an investigation. Detailed field or fragmentary notes shall be taken at the scene to assist the officer in preparing a complete and accurate report. The initial information gathered at the scene shall be adequate to ensure a finished report. Notes and a properly prepared report may prove critical in view of the fact that it may be difficult to locate witnesses at a later time and complainants or witnesses may die.

201.2- 2.1 Note Taking

When preparing notes it is important to ask the following key questions: Who? What? Where? When? How? and Why? The answers to these key questions will provide the best means of preparing a complete and accurate report.

201.2- 2.2 Who?

Try to identify everyone involved in the incident and record his or her full name, address, telephone number, date of birth (DOB), sex, and race. Ask questions such as: Who was the victim? Who is suspected? Who are the witnesses? Who are the other officers at the scene? Who is the person reporting the crime?

201.2- 2.3 What?

Questions concerning actions, events and physical objects ~~must~~ **shall** also be considered. Ask such questions as: What happened? What evidence was found? What regulations were violated? What crime was committed? What was taken?

201.2- 2.4 Where?

Exact locations may turn out to be of great importance in court. The position of a gun in a fatal shooting may help determine whether death was due to an accident, suicide, or murder. Court rules governing searches and seizures make it vital to fix the exact spot where contraband was found in a narcotics case. Ask such questions as: Where did the crime take place? Where did the suspect enter? Where were the witnesses?

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201.2 - 3 CRISNET Report

The CRISNET report is designed as a tool for members of the department to use when reporting matters, when no other designated form is provided appropriate.

201.2 - 3.1 General

When a member becomes involved in or exercises official police authority, whether on or off duty, the member shall prepare a CRISNET report and/or any other required report. This report shall be submitted to a supervisory officer as soon as possible after the incident and shall not be held until the end of the officer's tour of duty.

201.2 - 3.2 Other Arrests

Members of the department are not an arresting authority in any of the following situations:

1. Outside law enforcement agencies arresting persons wanted by the department;
2. Private security guards effecting arrests in their work location; and
3. Citizen's arrests.

CRISNET reports detailing such events shall be properly captioned as either "Conveyance," "Private Security Guard Arrest," or "Citizen's Arrest," with the crime charged and/or warrant number cited after the caption. Also, the name of the actual arresting party or outside law enforcement agency shall be included in the body of the CRISNET report. On other department forms and reports, the name of the actual arresting party or outside law enforcement agency shall be inserted where space is provided for an arresting officer's name.

201.2 - 3.3 Preparation of CRISNET Reports

Once a member logs onto CRISNET from the DPDNET website and the "Secure" tab is selected, the Lobby page will appear. In the Lobby, the member will either select "Case Files" under Records or under the "Operations" tab, depending on his or her job duties, and then add a Case Record. The NetRMS Wizard will appear and the member shall input their district/precinct of occurrence, command, code or scout, and the crime under "Enter the Case Subject." A case summary report will then be created. Select "Add Case Report," and a blank report will generate (the "Administrative" tab will automatically open). All fields throughout the report with an asterisk (*) are mandatory fields that must be populated in order for the CRISNET report to be saved, or the system will automatically save the report as a draft.

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The CRISNET report is outlined with the following tabs:

- Administrative Tab;
- Offenses Tab;
- Offenders Tab;
- Victims Tab;
- Witness Tab;
- Others Tab; and
- Property Tab.

201.2 - 3. 4 Administrative Tab

The Administrative Tab creates the basis for the entire CRISNET report.

Tactical Action

This field shall be used to indicate tactical actions, such as narcotic raids and executed search warrants, utilized by investigative personnel.

Disposition

This field identifies the status of the case. The member shall indicate if the report is:

- An “arrest” report;
- A “crime” report;
- A “miscellaneous non-criminal” report; or
- If an informational report is being made, “not a crime/other services” shall be selected.

Occurred on

The date and time the incident occurred; or the dates between which the incident occurred shall be indicated in this space. If the date and/or time of the incident are unknown, indicate “unknown” in this field.

Location

The place where the incident occurred. If an exact address is unknown, list cross streets in alphabetical order.

CSZ

City, State and Zip Code.

Jurisdiction

The district/precinct where the incident occurred.

Grid

The scout car area of the location where the incident occurred.

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Census/Geo Code

The census tract of the location where the incident occurred.

Division

The preparing member(s) parent command.

Means

The method in which a crime is carried out.

Motive

The reason(s) the crime was committed. If the member does not know, this field may be left blank. (This field is normally determined by investigative personnel)

Narrative

This is where the member will type the circumstances and observation(s) (the ASCOT method is no longer necessary). At the beginning of the narrative, the reporting member(s) shall include:

- The name, badge, and furlough of the officer(s) assigned to the reporting member(s) scout car; and
- A declarative statement specifically stating whether force was used during the arrest, e.g., “no force was used” or “force was used” at the beginning of the narrative section of the report.

The facts and circumstances articulated in the narrative section of the CRISNET report shall be based on the actions of the member completing the report. Members shall not have verbatim statements on the arrest reports. Supervisors reviewing the CRISNET reports shall ensure that the above declarative statement is included in every report in the designated location.

Duplicate reports that are simply “cut and paste” narratives should be considered by the reviewing supervisor as unacceptable. As such, members found using this method may be subject to disciplinary action.

201.2 - 3. 5 Offenses Tab

In this field, the reporting member shall select the appropriate offense for which he or she is reporting.

Location Type

A general description of where the incident occurred.

Completed

This field should always be “yes”, unless the crime was not completed (e.g., Attempt Robbery, Attempt Larceny, etc.).

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201.2 - 3.6 Offenders Tab

The offender will be either a suspect or an arrestee. Unknown suspect or arrestee shall be used if the offender's information is unknown (i.e., name, address, date of birth, etc.). The age "00" (zero) shall be entered for an unknown suspect or arrestee.

Count

This represents the number of charges against the offender.

Arrest Number

This number is used as a search tool to locate an arrestee within the CRISNET database.

Arrest Type

This will usually be "on view" if arresting on the spot. "Taken into custody" shall be utilized for "not-in-custody arrest" ONLY.

Force Level

Members shall indicate the level of force used when gaining and/or maintaining control of a subject pursuant to the Michigan Law Enforcement Officer-Subject Control Continuum listed below:

- Level 1 - Officer Presence / Verbal direction;
- Level 2 - Compliance controls;
- Level 3 - Physical controls;
- Level 4 - Intermediate controls; and
- Level 5 - Deadly Force.

Arrest Location

The location where the member arrested the Offender. Members shall be mindful that the arrest location is not necessarily the location of the incident.

201.2 - 3.7 Victims Tab

The Victims Tab is similar to the Offenders Tab with the exception of an injury field. The injury field must match the type of crime (i.e., "apparent minor injury" or "none" must be the listed injury for the charge of simple assault).

Offender Relationships

There is always a victim - offender relationship, even if they do not know each other. For "unknown suspect" the Victim-Offender Relationship (VOR) can only be "unknown."

201.2 - 3.8 Witness Tab

Witnesses to crimes shall be entered in this field. Members shall enter as much

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information as possible such as: name, address, contact number, and alternate contact number, and any additional information.

201.2 - 3. 9 Others Tab

This field will capture other entities involved who are not the offender(s), victim(s), or witness(es) such as the person(s) reporting the offense (P.R.O).

201.2 - 3. 10 Property Tab

Property is any item(s) the member takes into custody, and any property that is lost, damaged, or stolen as a result of a crime. If there is more than one (1) "type" of property involved, each "type" shall be listed separately (i.e., if a vehicle was stolen with a purse inside, the vehicle and the purse would be listed separately).

Status

This is referring to the property item. Is the item stolen, damaged, recovered, or information only?

Count

If more than one (1) of the same item is involved, enter the total number.

Value

The total value of the property listed. Do not enter dollar signs or decimals. Everything gets a value except narcotics.

Description

A detailed description of the property shall be entered into this field.

Evidence Management

A CRISNET System evidence tag number is auto-generated by simultaneously pressing the "shift" key and the "pound" (#) key, then pressing the "tab" key. This field will be populated by CRISNET and can be utilized to locate evidence property within the CRISNET database. This evidence tag number shall be cross-referenced on the DPD evidence tag, and also placed on the CRISNET report as additional information.

Evidence Recovered Date and Time

The member shall enter the date and time he or she recovered any evidence.

Lock Seals

Narcotics evidence is contained within a lock seal envelope. The lock seal number on the envelope shall be entered in this field.

Prisoners – Traffic Warrant Arrests

When an arrest is made on traffic warrants, one additional copy of the CRISNET

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~~Report shall be made. The copy shall be retained at the district/precinct where the prisoner was detained after the prisoner's arrest.~~

~~Prisoners – Probation Arrests~~

~~One copy of the CRISNET Report outlining the details of the arrest of anyone on probation, whether or not a warrant exists, shall be attached to the arrest ticket for use by the probation officer of the 36th District Court or 3rd Circuit Court.~~

~~Prisoners – Arrest for Violations of Firearms Ordinances~~

~~In all cases involving the arrest of persons charged with violations of the firearms ordinances, it is necessary that a CRISNET Report be prepared so that the gun can later be returned or disposed of properly.~~

~~Prisoners – Hospitalized~~

~~When a hospitalized prisoner has made a statement to a hospital employee, visitor or another patient, relative to the charge for which the prisoner is being held, a CRISNET Report shall be made and turned in to the officer in charge of the Central District desk. The original shall be forwarded to the officer in charge of the case.~~

~~201.2-3.2 — Guns as Evidence~~

~~One copy of the CRISNET Report is sent to Forensic Services along with the evidence i.e., handguns or long guns.~~

~~201.2-3.3 — Bullets or Cartridges as Evidence~~

~~One copy of the CRISNET Report is sent to Forensic Services along with the bullets or cartridges relating to a crime.~~

~~201.2-3.4 — Narcotics as Evidence~~

~~The CRISNET Report is conveyed to Narcotics with all narcotic evidence. A copy is maintained at the district/precinct or command of the arrest.~~

~~201.2-3.5 — Property as Evidence~~

~~One copy of the CRISNET Report is to be placed into the evidence envelope or properly secured to the evidence tag (when an envelope is not used).~~

~~201.3 — Fires~~

~~One copy of the CRISNET Report shall be sent to the Detroit Fire Department Arson Section through department mail in cases of fires, suspected arson or incendiary devices (even if no fire occurred).~~

~~Railroad Crossing Delays~~

~~When a railroad crossing is blockaded by a train passage in excess of five minutes, except in those cases where the train is moving continuously in one direction, the original CRISNET Report is sent to Traffic Safety.~~

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Railroad Crossing Repairs

Any officer observing a railroad crossing where the surface between the rails and for a distance outside the rails of one foot beyond the end of the ties is in need of repair or where there is a malfunction of signals and bells at crossing grades shall prepare a **CRISNET Report** indicating the location of the crossing, and the date and time it was observed. The original is forwarded to the commanding officer of the **district/precinct** of occurrence; the second copy is forwarded to the Assistant Wayne County Prosecutor, Room 1143 of the 3rd Circuit Court; the third copy to the commanding officer of Traffic Safety; and the fourth copy is retained at the officer's **district/precinct** or **command**.

Liquor, Gambling, Prostitution, and Narcotics

One copy of the **CRISNET Report** shall be sent to Vice, in all liquor, gambling, prostitution and narcotic cases in which a building or vehicle is involved.

201.4 Vehicles, Stolen and Recovered in Assigned District/Precinct

A member must prepare a **CRISNET Report** for a motor vehicle stolen and recovered in the member's assigned **district/precinct**, an original and two copies of the **CRISNET Report** shall be completed. The original and The first copy shall be forwarded to the **district/precinct** I.O.U. The second copy shall be forwarded to the **district/precinct** commanding officer.

201.5 Vehicles – wanted

When a vehicle is impounded or recovered and is being sought by a specialized **command** of the Detroit Police Department, a copy of the **CRISNET Report** shall be forwarded to the **command** seeking the vehicle.

Motor Vehicle Accidents – Involving City Property

A **CRISNET Report** shall be made in cases where city property, other than vehicles, is damaged as a result of a motor vehicle accident. A copy shall be attached to the accident report. The second copy shall be retained at the **district/precinct** and the third copy forwarded to the affected agency. **The Vehicle Identification Number (VIN) of the involved vehicle(s) shall be prominently displayed within the CRISNET Report.**

Sex Crimes

A copy of the **CRISNET Report** shall be sent to Sex Crimes, concerning reports of sex offenses defined under the Criminal Sexual Conduct.

Property Procedures

The CRISNET Report is forwarded to Property Control when found property items contain a serial number.

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Altered or Counterfeit Notes and/or Currency

In cases where counterfeit or altered notes and/or currency come into possession of the department, and the case does not involve an arrest, a copy of the **CRISNET Report** shall be forwarded with the notes and/or currency to the Department of Treasury and the case will be handled by **Alcohol, Tobacco, and Firearms (A.T.F.)** and/or Secret Services by ~~via the district/precinct Investigation Operations~~. If an arrest is made, the arresting officer shall notify the Secret Service by ~~telephone~~.

Miscellaneous Ordinance

Officers receiving complaints pursuant to the violation of a miscellaneous ordinance who are not witnesses to the alleged violation shall prepare an original and one copy of the **CRISNET Report**. The report shall contain the specific ordinance violated, all pertinent facts surrounding the case, the name and address of the complainant, witnesses, and defendant, if known. Officers shall advise the complainant that contact will be made at a later date relative to the complaint. The complainant shall not be given a copy of the **CRISNET Report** at this time.

201.2-9 Internal Revenue Complaints

Members receiving complaints or having pertinent information relative to any violations of the Internal Revenue Service tax laws shall prepare a **CRISNET Report** containing the details of the incident and forward the report to the Secret Service.

201.3 Robbery, Burglary or Larceny from Person

After signing, the officer in charge of the ~~district/precinct~~ station desk shall remove one legible copy and place it in an appropriate location to be forwarded to Crime Analysis. The officer in charge of the ~~district/precinct~~ desk on platoon one shall ensure the legibility of each copy of the **CRISNET Report** from the previous 24 hours, package them and forward them to Crime Analysis prior to 12:30 A.M. for delivery by the regularly scheduled mail run.

201.4 Kidnapping or Hostage Taking

A copy of the **CRISNET Report** and any subsequent reports concerning kidnapping/hostage situations shall be sent to Armed Robbery/Home Invasion Unit.

201.5 Child Abuse and/or Child Neglect

Officers responding to or discovering a case of suspected child abuse and/or child neglect shall prepare a **CRISNET Report** containing the specialized information required in child abuse and/or child neglect cases. In addition to the normal distribution, one copy shall be forwarded to Child Abuse. Child Abuse shall also forward a copy to the Family Independence Agency within 72 hours.

Fires

In cases of fires, suspected arson, or incendiary devices (even if no arson occurred) the **CRISNET Report** shall be forwarded to the Detroit Fire Department, Arson Section

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through the CRISNET System Arson-General.

201.2 - 4 Routing of CRISNET Reports

201.2 - 4. 1 Crime Reports to be Handled by the Criminal Investigations Unit

Once a CRISNET report is verified by the reviewing supervisor, it shall be routed to one (1) of two (2) profiles based on the geographical location of the incident (district/precinct of occurrence).

The following routing procedure shall apply:

- Non-arrest crime reports for incidents occurring within the boundaries of the 12th precinct, 10th precinct, 8th precinct, 6th precinct, 4th precinct and 2nd precinct shall be routed to the folder named Criminal Investigations Unit Schaefer (1647);
- Arrest crime reports for incidents occurring within the boundaries of the 12th precinct, 10th precinct, 8th precinct, 6th precinct, 4th precinct and 2nd precinct shall be routed to the folder named Criminal Investigations Unit Schaefer Arrest (1655);
- Non-arrest crime reports for incidents occurring within the boundaries of the 13th precinct, 1st precinct, 11th precinct, 7th precinct, 9th precinct and 5th precinct shall be routed to the folder named Criminal Investigations Unit Central (1646); and
- Arrest crime reports for incidents occurring within the boundaries of the 13th precinct, 1st precinct, 11th precinct, 7th precinct, 9th precinct and 5th precinct shall be routed to the folder named Criminal Investigation Unit Central Arrest (1651).

201.2 - 4. 2 Crime Reports to be Handled by Specialized Commands

Once a CRISNET report is verified by the reviewing supervisor, it shall be routed as follows:

- Fatal Squad, Abortion and Homicide offenses - Homicide General (699);
- Stolen Vehicle – Commercial, Auto (1019);
- Dangerous Drugs - Narcotics Section (773);
- Criminal Sexual Conduct - Sex Crimes General (765);
- Child Abuse - Child Abuse Unit General (767);
- Domestic Violence - Domestic Violence General (2005-814); and
- Fires, Suspected Arson, or Incendiary Devices (even if no arson occurred) – Fire Arson General (764).

201.2 - 4. 3 Altered or Counterfeit Notes and/or Currency

In cases where altered or counterfeit notes and/or currency come into possession of the department, and the case does not involve an arrest, a copy of the CRISNET report shall be forwarded with the notes and/or currency to the

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Department of Treasury. The case will be handled by Alcohol, Tobacco, and Firearms (A.T.F.) and/or Secret Service. If an arrest is made, the arresting officer shall notify the Secret Service by telephone.

201.2 - 4. 4 Internal Revenue Complaints

Members receiving complaints or having pertinent information relative to any violations of the Internal Revenue Service tax laws shall prepare a CRISNET report containing the details of the incident and forward the report to the Secret Service.

201.2 - 4. 5 Motor Vehicle Accidents – Involving City Property

A CRISNET report shall be made in cases where city property, other than vehicles, is damaged as a result of a motor vehicle accident. **The Vehicle Identification Number (VIN) of the involved vehicle(s) shall be prominently displayed within the CRISNET report.** A copy shall be attached to the accident report. ~~The second copy shall be retained at the district/precinct and the third copy forwarded to the affected agency.~~ **The affected agency shall be advised that they may obtain a copy of the report through Records and Identification.**

201.2 - 4. 6 Property Procedures

The CRISNET report is forwarded to Property Control when found property items contain a serial number.

201.2 - 4. 7 Miscellaneous Ordinance

Officers receiving complaints pursuant to the violation of a miscellaneous ordinance who are not witnesses to the alleged violation shall prepare ~~an original and one copy of the~~ **a CRISNET report.** The report shall contain the specific ordinance violated, all pertinent facts surrounding the case, the name and address of the complainant, witnesses, and defendant, if known. Officers shall advise the complainant that contact will be made at a later date relative to the complaint. The complainant shall not be given a copy of the **CRISNET report** at this time.

201.2 - 5 Required Information

Assault and Battery - Police Officer

When reporting assaults of police officers the ~~CASE REPORT~~ **CRISNET report** shall include the following:

1. **Type of activity** – radio run, family trouble, traffic stop, etc.;
2. **Type of assignment** – uniform, plainclothes, district special detail or operations, vice, narcotic raid, etc;
3. **Type of weapon** – (if **the weapon is** a gun, include make, caliber, model, serial number, evidence tag, etc.);**and**
4. **Injury** – sustained to the officer and/or the arrested person(s) and if medical attention was required.

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201.2 - 5.1 Violation of Knife or Firearms Ordinances

In all cases where an adult violates the knife or firearms ordinance in the officer's presence the violator will be arrested and registered. The arresting officer shall prepare a CASE REPORT **CRISNET report** containing the following information:

1. Circumstances under which the weapon was confiscated. (Show legality of the search and seizure.);
2. Pertinent information regarding all witnesses;
3. If a firearm is found in a motor vehicle, state the exact location;
4. A complete description of the weapon: length of blade, make and serial number of gun, and whether it was loaded or unloaded, and cased or uncased;
5. Evidence tag number; and
6. Any other information the officer deems necessary for the successful prosecution of the case.

~~201.2 - 5.2 Careless Use of Aircraft~~

~~When a complaint is received concerning the careless operation of aircraft—low flying, stunting, buzzing, or any other dangerous operation, the Communications Operations Control Desk shall be notified and a CASE REPORT **CRISNET Report** shall be completed and forwarded to the commanding officer of Traffic Administration who will forward it to the Federal Aviation Administration (FAA). The CASE REPORT **CRISNET Report** shall contain the names of all witnesses, the area in which the violation occurred, date, time, etc., and the serial number of the aircraft.~~

201.2 - 5.2 Incident Involving Board of Education Employees

When an employee of the Board of Education is a complainant or witness in a criminal case occurring in connection with school employment, the school address shall be used in lieu of the employee's home address on department records and reports unless otherwise requested by the employee. The school address shall be used during the investigation of complaints in which school employees are defendants if the complaint originated as a result of school activities. However, the home address must be used once a warrant is issued.

The ~~Investigating Command~~ **Criminal Investigations Bureau** may request the employee's home telephone number or home address when it becomes necessary to contact the employee at home. Such information shall be retained only by the ~~Investigating Command~~ **Criminal Investigations Bureau** and shall not be included in any DPD reports or records.

201.2 - 6 Verification and Approval of Patrol Related Reports

The supervisor in charge of the desk shall verify AND approve all patrol-related

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crime and non-crime reports (i.e., DWLS, OWI, VCCSC, Private Property Crashes, etc.). The following procedure shall apply:

1. The reviewing supervisor shall review and verify the CRISNET report, then select "Case Management";
2. The supervisor shall then select "Case Details" then select the "Assignment" tab;
3. Under the "General Assignment" section, the supervisor shall enter the date unassigned and enter a comment in the "Notes" section (i.e., NA Patrol or Handled by Patrol);
4. The supervisor shall select the "Save & Close" tab and click on the Lock under the "Action" box;
5. Once the "Approve Case Report" window opens, the supervisor shall select the "Finish" tab;
6. If there are no errors, the supervisor shall select the "Continue"; and
7. A window will appear asking, "Is this case closed?" The supervisor shall always select "No."

This procedure shall only be completed if the CRISNET report has no errors. All reports with errors shall be corrected by the officer who prepared the report PRIOR to verification and approval.

201.2 - 7 Activity Logs (DPD 250)

201.2 - 7.1 General

Crews of patrol vehicles shall prepare the Activity Log, (DPD 250). The purpose of the Activity Logs (DPD 250), regardless of form, is to provide an accurate and complete record of all activities which occur during a tour of duty, including overtime. **All members who are required to complete an Activity Log shall only utilize it to document their daily activities. Members are prohibited from creating different variations of the activity log unless approved by the proper authority.**

As an official department record, Activity Logs are often utilized in both criminal and civil proceedings. Omitted, erroneous or falsified entries will subject a member to disciplinary action. ~~No erasures shall be made on any Activity Log. Using a single line crossover, which shall be initialed by the correcting officer, shall make corrections.~~ In addition to the logs and personnel specifically mentioned herein, any commanding officer may require members of the command to maintain daily reports or activity summaries.

~~All Members must~~ **shall** sign their Activity Log to indicate that the log is complete and accurate. All signing officers will be responsible for the correct handling of the Activity Log. Precise times of all activities and runs shall be used. Specific locations of all activities including lunch shall be used.

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201.2 - 7.2 Preparation of the Activity Log

All Activity Logs **Members** shall adhere to the following, **when completing an activity log**:

1. All logs shall be typewritten, computer generated, or legibly hand printed in black **or blue** ink;
2. Complete identifying data (e.g., name, address, etc.), of all persons encountered or contacted in the course of official duties shall be included;
3. When transferring property, all members shall make an entry on their Activity Log Sheet describing the property and recording the respective tag number. In addition, the person receiving the property shall sign the Activity Log, acknowledging receipt of the property;
4. The ~~Detroit Police Department~~ number of each assigned PREP radio and/or **DPD** shotgun **serial number** shall be recorded in the ~~command/precinct~~ section provided. Other weapons and/or ordnance equipment carried in the member's assigned vehicle shall be recorded in the body of the Activity Log;
5. Members shall note whether their in-car **audio**/video camera is operational and if it is **not**, what supervisor was notified;
6. Members shall not credit themselves with any arrest if their names do not appear on the ~~arrest ticket~~ **Detainee Input Sheet (DPD 667)**;
7. **Dispositions of all activities shall contain as much information as necessary to adequately describe the service rendered or action taken;**
8. **No erasures shall be made on any Activity Log. Corrections shall be made by marking a single line crossover, which shall be initialed by the correcting officer;**
9. **Members shall only use approved abbreviations;**
10. **Document all investigatory stops and stop and frisks. The precise description of the facts and circumstances of the initial stop and frisk shall be stated. Place an "X" in the appropriate box on the line that corresponds to each of the "stop / frisk" subject's information;**
11. **If a member acquires a target, the "yes" check box shall be checked and a detailed entry shall be made including the Use of Force / Detainee Injury Report (UF-002) form ID number;**
12. **Each listed member shall record the total amount of ammunition carried (including rounds in magazines) under the proper member number located in the "Recap of Activity" section;**
13. **If a member's DPD issued magazine is unable to accommodate fifteen (15) rounds, the member shall document the information in the disposition section;**
14. Members shall not credit themselves with a recovered person when dispatched to verify the return of a missing; and
15. An investigation shall be construed to include only those persons who are actually investigated and whose names appear on the Activity Log. Members shall use the **"CYMBAL"** method when describing and investigating vehicles:

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Color of the vehicle;
Year of the vehicle;
Make of the vehicle (manufacturer's name);
Body style of vehicle (two or four door);
Additional - any body damage or other unusual markings, etc.; and
License (year, state, number).

Dispositions must be included in all activities, e.g., advised a citizen, made an arrest, etc. Proper distinction between the words "responded" and "assisted" is necessary. Unless an officer actually takes police action, the word "assisted" shall not be used.

102.6-7.3 Entries for Supervisors Preparing Daily Activity Logs

In addition to the above requirements for preparing an Activity Log, supervisors shall make appropriate entries relative to their duties, including:

1. Vehicle inspections;
2. Action taken regarding non-working equipment, e.g., in-car video cameras;
3. Reviews of in-car audio/video recordings for training and integrity purposes;
4. DPD numbers of all weapons and serial numbers of all body armor carried in the supervisor's assigned vehicle. Other ordnance equipment in the vehicle shall also be recorded;
5. Patrol inspections, noting the time leaving and returning to the station;
6. Radio runs responded to and findings; notations regarding the response, diligence, and appropriate action of crews;
7. Dispatched runs and dispositions; and
8. Michigan Liquor Control Commission (M.L.C.C.) inspections, etc.

201.2 - 8 Symbols Used

The following symbols and definitions shall be applicable for entries made on the Activity Log sheet:

201.2- 8.1 Police Run (PR)

Police Run is any communication received over the mobile or PREP radio, which directs a member or **command** to a particular location for the purpose of performing police duties. However, this shall not include the conveyance of sick persons.

201.2- 8.2 Sick or Injury Run (SR)

Sick or Injury Run is the conveyance of any person, when an emergency medical service vehicle is not available, to a medical facility, if the cause of such conveyance is not the obvious result of a criminal act. The conveyance of persons injured as a result of an apparent criminal act shall be logged as a police run unless otherwise instructed by the dispatcher.

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201.2- 8.3 Special Detail (SD)

Special Detail is any activity of a police nature, which is not covered under Police Runs, Miscellaneous Activities, or Sick or Injury Run activities. Such activities may not always emanate from the dispatcher and shall include activities such as the following:

1. School details, sport events, parades, etc.; **and**
2. Surveillance.

201.2- 8.4 Miscellaneous Activity (MA)

Miscellaneous Activity is any activity, which is not covered under Police Runs, Special Details or Sick or Injury Run activities. Such activities may not always emanate from the dispatcher and shall include activities such as:

1. Attending court;
2. Servicing complaints which are encountered during patrol, e.g., assaults, accidents;
3. Arrests – made from routine patrol and not a dispatched police run;
4. Special attentions emanating from the station e.g., "check the home - occupants away;"
5. Station runs, i.e., acting on orders emanating from the station;
6. Conveying officers to and from the station;
7. Lunch; or
8. Vehicle maintenance or repair, including car washes, etc.

201.2- 8.5 Totals

At the completion of ~~their~~ **his or her** tour of duty, members shall sum up their activities (PR, MA, SD, SR, ~~or~~ **and** time on patrol) by placing all the totals in the appropriate space on the Activity Log. Entries regarding time spent on activities shall ~~total 480 equal 60 minutes provided that no overtime is worked~~ **multiplied by the total amount of hours worked**. In cases of overtime, the total number of minutes shall include the overtime period. In those cases where a crew is taken off a car for the remainder of the shift and the car is no longer staffed, the total minutes that the car was staffed shall be used and not the total minutes of the shift.

201.2- 8.6 Submission

At the completion of each tour of duty, members shall submit Activity Logs to a shift supervisor. The supervisor shall review the log for completeness, accuracy, legibility, etc., and, if necessary, return it for corrections. A supervisor shall not review his or her own log. **A shift supervisor shall review and sign all completed Activity Logs within twenty-four (24) hours of submission.**

201.2- 8.7 Auto patrol

When a scout car crew is directed to man the auto, the scout car shall be considered out of service for the time spent on auto patrol. Immediately upon manning the auto, the zone dispatcher shall be notified via radio. A separate Activity Log shall be

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prepared for auto patrol runs. Entries shall include prisoner's names, property transferred, etc. Members assigned to such auto patrol runs shall be considered "busy."

201.2 - 9 Vehicle Activity Summary (DPD 279)

The Vehicle Activity Summary (DPD 279) is a monthly recapitulation of the activities performed by scout car crews. Information for this report shall be taken from the Activity Log. On the last day of the month, the report shall be submitted to a supervisor for review and approval.

201.2 - 10 Monthly Work Sheet (DPD 194)

The Monthly Work Sheet (DPD 194) shall be prepared and submitted by all officers working in commands where such a report is required. This report shall be submitted on or before the first day of each month, and entered onto the member's Service Record (DPD 196).

~~201.2 - 9.10 Investigator's Activity Log~~

~~In addition to the general rules cited above, investigator shall include information relative to detainees interrogated, witnesses interviewed and complainants interviewed.~~

~~201.2 - 9.11 Sergeant's Daily Report~~

~~In addition to other duties, supervisors shall supervise and inspect patrolling crews in their district and make appropriate entries, including:~~

- ~~1. Roll call duty – supervisors present, inspections, training, etc.;~~
- ~~2. Vehicle inspections;~~
- ~~3. Detroit Police Department numbers of all weapons and serial numbers of all body armor carried in the supervisor's assigned vehicle. Other ordnance equipment in the vehicle shall also be recorded;~~
- ~~4. Cruising inspections noting time leaving and returning to the station; radio runs responded to and findings; notations regarding the response, diligence, and appropriate action of crews;~~
- ~~5. Runs dispatched to and findings;~~
- ~~6. M.L.C.C. inspections, etc.~~

~~This Activity Log shall be turned in to **into** the platoon commander at the completion of the tour and filed by the name of the supervisor in chronological order. Each supervisor must account for all days of the month by accurately completing the upper right hand corner of the log. At the end of each month the logs shall be removed from the file and be bound together.~~

Related Forms:

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- **Activity Log (DPD 250)**
- **Detainee Input Sheet (DPD 667)**
- **Monthly Work Sheet (DPD 194)**
- **Service Record (DPD 196)**
- **Use of Force / Detainee Injury Report (UF-002)**
- **Vehicle Activity Summary (DPD 279)**